



## **Auburn's Neighborhood Matching Grant Program**

Community Services Division  
25 West Main Street, Auburn, WA 98001  
phone: 253-876-1988

### **CHECKLIST**

The following checklist is provided to help ensure a complete application. Failure to provide the following information may cause a proposal to be considered non-responsive:

☐ **Neighborhood Grant Application Form**

☐ **Landscape Plan (for Tree Planting projects only)**

☐ **Project Budget/Narrative**

In the project budget, you will list the various costs of the project, with a short explanation. If a particular line item does not apply, then please leave it blank.

☐ **Support Form**

A list of people that support the project and a list of those willing to volunteer their time and talents to help complete the project.

☐ **Time Line or Project Schedule**

No particular form is provided for this section. Please include it on a separate page or as part of a cover letter.

☐ **Proof of Insurance**

From you or your partner organization (whomever is the incorporated entity)

☐ **Please mail or submit the completed application to:**

City of Auburn  
Attn: Neighborhood Programs  
25 West Main Street  
Auburn, WA 98001  
Phone: 253-876-1988  
Fax: 253-288-3132  
Email: [eklyce@auburnwa.gov](mailto:eklyce@auburnwa.gov)